

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
MEAT AND POULTRY INSPECTION DIVISION

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed.**

The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

Martha Worley  
Martha Worley, Chief Records Officer  
Department of Agriculture and Consumer Services

Steve Wells  
Steve Wells, Director  
Meat and Poultry Inspection Division

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David Brook, Director  
Division of Historical Resources

APPROVED

Steven W. Troxler  
Steven W. Troxler, Commissioner  
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Lisbeth C. Evans  
Lisbeth C. Evans, Secretary  
Department of Cultural Resources

July 21, 2005

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**Item 41796. PERFORMANCE BASED INSPECTION SYSTEM (PBIS) FILE.** Records in paper and electronic formats concerning the inspection of meat plants. File includes inspector assignment schedules returned to the Raleigh office on a weekly basis, plant monitoring plans, plant profiles, Process Deficiency Records (PDR's), summary reports, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of PDR's and assignment schedules 6 months after received. Destroy in office paper and electronic records of monitoring plans and plant profiles 1 month after plant closes. Destroy in office remaining paper and electronic records when administrative value ends.

**Item 47448. EMPLOYEE DATABASE (ELECTRONIC) FILE.** Electronic records concerning division employee contact information. Electronic file includes employees' names, addresses, phone numbers, social security numbers, position descriptions, work locations, and other related data. Data is entered into database from division personnel file and routinely updated. (Comply with applicable provisions of 5 USC Section 552a regarding confidentiality of records maintained on individuals.) (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 1 year after employee terminates service.

**Item 47449. PLANT DATABASE (ELECTRONIC) FILE.** Electronic records concerning plants that are inspected by the division. Electronic file includes names of plants, locations, phone numbers, plant categories (slaughter or processing), and other related data. Data is entered into this database from Plant Inspections File (Item 8994). (File maintenance and backup procedures conducted by Agricultural Statistics Division.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Destroy in office 3 years after plant becomes inactive.

**Item 47450. DIRECTOR'S CORRESPONDENCE FILE.** Records in paper and electronic formats concerning correspondence to and from the Commissioner of Agriculture and Consumer Services, United States Department of Agriculture (USDA), poultry and processing plants, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records and interfile with related paper records. Destroy in office electronic versions of records when reference value ends. Transfer remaining paper records to the State Records Center after 5 years. Records will be held in the State Records Center 5 additional years and then transferred to the custody of the Archives.

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**Item 8993. BLUEPRINTS ON MEAT AND POULTRY PLANTS FILE.** Blueprints for each meat and poultry establishment detailing construction and layout of the plants.

DISPOSITION INSTRUCTIONS: Destroy in office 1 year after plant becomes inactive.

**Item 8994. PLANT INSPECTIONS FILE.** Records in paper and electronic formats concerning applications for inspections, grants of inspection, surveys, annual plant reviews, receipts, and orders for brands. File also includes all correspondence concerning each plant. Portion of this file is entered into Plant Database (Electronic) File (Item 47449) and routinely updated.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records 3 years after plant becomes inactive.

**Item 8995. MEAT AND POULTRY INSPECTION CORRESPONDENCE FILE.** Correspondence in paper and electronic formats concerning meat, poultry, rabbit, and quail inspections. File also includes supply dealers' materials, cooperative agreements with U.S. Department of Agriculture (USDA), agreement ledgers, and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of cooperative agreements and agreement ledgers with USDA 5 years after disposition of agreement if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after resolution of issues involved. Destroy in office remaining paper and electronic records after 5 years.

**Item 8996. COMPLIANCE AND EVALUATION FILE.** Records in paper and electronic formats concerning investigations of violators of the meat and poultry inspection laws. File includes consumer complaint investigations; court cases; random reviews of meat markets; monthly and daily activity reports; investigations regarding wholesale and retail distributors, food slaughterers and processors, and other individuals.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records of court cases when administrative value ends. Destroy in office remaining paper and electronic records 5 years after case becomes inactive.

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**Item 9002. FEDERAL-STATE COOPERATIVE AGREEMENT LEDGERS FILE.** Ledgers listing monthly expenditures of the Meat and Poultry Inspection Section by cooperative program and further by subhead category.

DISPOSITION INSTRUCTIONS: Records transferred to Meat and Poultry Inspection Correspondence File (Item 8995).

**Item 9007. PLANT SLAUGHTERING AND PROCESSING REPORTS FILE.** Records in paper and electronic formats of weekly, monthly, and daily plant activity reports received from field personnel. File also includes records concerning number of livestock and poultry inspected, passed, or condemned; reasons for condemnations before and after slaughter; reports on pounds of various products processed; condemnations; condemnation costs; reports from veterinarians detailing disposition made on animals retained for post mortem final inspections; and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office paper and electronic records after 1 year.